

investigation of insurance fraud under the provisions of the Crimes Code and related insurance fraud statutes. Special Agents assigned to this Section must be trained in accordance with the provisions of the Municipal Police Education and Training Law.

Special Agents with the Gaming Unit are involved in criminal investigation work of a highly confidential nature involving the detection and investigation of Gaming Violations under the provision of the Pennsylvania Crimes Code, the Pennsylvania Race Horse Development and Gaming Act (4 Pa. C.S. ss1101 et seq.) and other applicable Commonwealth laws, statutes and regulations.

Narcotics and Special Agents with the Bureau of Investigative Services are assigned to specialized units which provide support to the other Narcotics and Special Agents throughout the Office of Attorney General, as well as to other law enforcement agencies upon request.

Agents assigned to the Technical Services Unit maintain and provide electronic equipment in criminal investigations that require video and audio surveillances in accordance with applicable statutes for the Office of Attorney General and other law enforcement agencies. The Technical Services Unit also provides a licensed pilot/agent who operates an aircraft with state of the art aerial surveillance equipment for law enforcement purposes.

Agents assigned to the Computer Forensics Unit function as a central investigative and support group for Office of Attorney General criminal investigations involving the search, seizure and retrieval of electronically stored data as well as those investigations of subjects who utilize the Internet to facilitate criminal activity.

Agents assigned to the Intelligence Unit conduct audits and investigations of Criminal Justice Agencies maintaining criminal history records to ensure compliance with the Criminal History Records Information Act; collect and disseminate criminal intelligence information in support of Office investigations from available criminal intelligence data bases; prepare periodic and annual reports on crime trends and statistics within the Commonwealth; submit inquiries and respond to requests from INTERPOL and serve as liaison with local, state, and federal criminal justice agencies.

Employees in the Narcotics and Special Agents classes are required to have or acquire proficiency in the use and care of firearms; Class A certification pursuant to 18 Pa. C.S.A. 5701 et seq; technical skill in the utilization of scientific crime detection devices and investigative equipment; knowledge of the Crimes Code of PA and applicable Commonwealth laws and statutes; and competence in all other aspects of the criminal investigative process. Assignments require irregular work hours and/or work weeks.

The minimum experience and training for an entry-level Narcotics or Special Agent position is graduation from an accredited college or university with a Bachelor’s Degree in Criminology, Criminal Justice, Police Science, or a related major; or four years of criminal investigative work of a technical level which affords the applicant the required knowledge, skills and abilities; or any equivalent combination of experience, training and education.

Necessary special requirements for a position include the ability to operate a motor vehicle and the possession of a valid motor vehicle operator’s license, and physical capability to perform the duties inherent to the position. Additionally, Narcotics Agents must be free of prominent or enlarged scars, disfigurements, protuberances, congenital blemishes or tattoo markings which would easily distinguish a person from others in a mixed crowd.

All candidates for Narcotics and Special Agent positions must satisfactorily complete the interview process which includes a satisfactory background investigation. Candidates must also satisfactorily complete a drug test, a polygraph examination, a medical examination, and a psychological test.

Consumer Protection Agents with the Health Care Section and the Bureau of Consumer Protection are involved in investigative and mediative work in the enforcement of consumer laws and regulations. Employees mediate consumer complaints, investigate violations of consumer laws, and educate the public on the function and jurisdiction of the Public Protection Division.

The minimum experience and training for an entry-level Consumer Protection Agent position is a Bachelor’s Degree from an accredited college or university; or four years of investigative, paralegal, consumer relations, or other applicable areas of

experience; or any equivalent combination of experience, training and education.

Civil Investigators assigned to the Civil Law Division or the Public Protection Division are involved in civil investigative work of a confidential nature involving investigation into violations of the federal antitrust laws, state and federal antidiscrimination laws, and the Commonwealth laws, statutes, and regulations which, pursuant to the Commonwealth Attorneys Act, fall under the jurisdiction of the Office of Attorney General.

The minimum experience and training for an entry-level Civil Investigator position is a Bachelor’s Degree from an accredited college or university; or four years of responsible investigative or paralegal experience; or any equivalent combination of experience, training and education.

All candidates for Consumer Protection Agent and Civil Investigator positions must successfully complete the interview process and pass a background investigation.

To complete an Application for Employment for an investigative position with the Office of Attorney General refer to our website at www.attorneygeneral.gov

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P E N N S Y L V A N I A
OFFICE OF ATTORNEY GENERAL

INVESTIGATIVE
PROFILE



The Office of Attorney General is an independent office of state government headed by an elected Attorney General headquartered in Harrisburg. Regional offices are located throughout the Commonwealth.

Broad civil and criminal law powers and duties are vested in the Office of Attorney General. These duties are performed primarily within three Divisions. Each Division is headed by an Executive Deputy Attorney General who ensures that the responsibilities of the Division are implemented. The Executive Deputy Attorney General reports to the First Deputy Attorney General and through him to the Attorney General. The functions of these Divisions are described as follows.

INVESTIGATIVE PROFILE

CRIMINAL LAW DIVISION

The Criminal Law Division is responsible for the investigation and prosecution of the Commonwealth’s drug laws which include cases involving money laundering as well as asset forfeiture. The Criminal Law Division’s other responsibilities are the investigation and prosecution of public corruption involving Commonwealth officials or employees, environmental crimes, insurance fraud, medicaid fraud, gaming violations, and cases referred by district attorneys across the Commonwealth who have a conflict of interest or lack the resources to prosecute certain cases. Additionally, the Division is responsible for maintaining one or more statewide investigating grand juries and prosecuting cases referred by a number of Commonwealth agencies, including violations of the tax laws referred by the Department of Revenue.

The Criminal Law Division also provides advice and assistance to all prosecutors throughout the Commonwealth. This assistance is provided at every level of the litigation of capital cases - from investigation and pretrial, through trial and sentencing, direct appellate review and concluding with collateral review in the Commonwealth and federal trial and appellate courts. Additionally, this Division provides litigation assistance, legal education and training throughout the Office, as well as to other Commonwealth and local law enforcement units, on issues relating to the investigation and prosecution of computer and computer-related crimes. Training and technical assistance is provided to county District Attorneys’ Offices, local law enforcement agencies, and Commonwealth and federal drug law enforcement agencies. The use and control of the electronic surveillance equipment of the Office of Attorney General is supervised by this Division.

Narcotics and Special Agents in the Criminal Law Division are employed in the following locations:

Bureau of Criminal Investigations: Harrisburg, Pittsburgh

- Child Predator Unit:**
Harrisburg, Norristown, Pittsburgh
- Gaming Unit:** Norristown

Bureau of Investigative Services: Harrisburg

- Intelligence Unit:** Harrisburg, Norristown, Philadelphia, North Huntingdon
- Technical Services Unit:** Harrisburg
- Computer Forensics Unit:** Harrisburg, North Huntingdon

Bureau of Narcotics Investigation and Drug Control:
Harrisburg, Allentown, Butler, Erie, North Huntingdon, Philadelphia, State College, Wilkes-Barre

Environmental Crimes Section: Harrisburg, Norristown, Pittsburgh

Medicaid Fraud Control Section: Harrisburg, Norristown, North Huntingdon

Insurance Fraud Section: Harrisburg, Norristown, Pittsburgh, Allentown

Organized Crime Section: Butler, Norristown

CIVIL LAW DIVISION

The Civil Law Division is organized into six sections. The Litigation Section defends selected challenges to the constitutionality of Commonwealth statutes, and significant challenges to the policies, programs and employment practices of Commonwealth agencies. The Torts Litigation Section represents the Commonwealth agencies in personal injury actions. The Tax Litigation Section represents the Commonwealth in tax appeals. The Financial Enforcement Section litigates Commonwealth claims in bankruptcy, and collects delinquent taxes and other debts owed the Commonwealth. The Appellate Litigation Section handles or supervises all appeals in all cases for both the Civil Law and Public Protection Divisions. The Legal Review Section reviews Commonwealth contracts, regulations and bond issues for form and legality.

Civil Investigators in the Civil Law Division are employed in the following locations:

- Litigation Section:** Harrisburg, Philadelphia, Pittsburgh
- Torts Litigation Section:** Harrisburg, Erie, Norristown, Philadelphia, Pittsburgh, Scranton

PUBLIC PROTECTION DIVISION

The Public Protection Division is comprised of the Antitrust Section, the Bureau of Consumer Protection, the Charitable Trusts and Organizations Section, the Civil Rights Enforcement Section, the Health Care Section, the Tobacco Enforcement Section and the Office of Consumer Advocate. This Division’s primary responsibility is to ensure that the commercial and personal rights of the citizens of Pennsylvania are protected and the public interest is served.

The Antitrust Section acts to protect the free enterprise system by ensuring competition and challenging anticompetitive conduct. The Bureau of Consumer Protection investigates and mediates individual consumer complaints and takes legal action against companies that engage in unfair business practices where a lawsuit by the Attorney General is in the public interest and would benefit the Commonwealth. The Bureau is not empowered to act as a legal representative for individual consumers, although it does investigate and mediate individual consumer-business complaints, which requires the voluntary cooperation of consumers and businesses. The Charitable Trusts and Organizations Section oversees all property committed to charitable purposes to ensure that those assets are being properly administered for the benefit of the public. The Civil Rights Enforcement Section investigates complaints of civil rights violations based on race, religion, sex or national origin. The Health Care Section mediates consumer complaints involving the health care industry; investigates potentially unlawful business practices within this industry, such as health care fraud; and takes legal action when appropriate to protect the public's interest. The Tobacco Enforcement Section enforces statutes and the Master Settlement Agreement between the Commonwealth and the tobacco industry.

The Office of Consumer Advocate, which is administratively within the Public Protection Division, represents the interests of Pennsylvania’s utility customers before the Public Utility Commission and other regulatory agencies and courts. For additional information on the Office of Consumer Advocate, please refer to its website at www.oca.state.pa.us.

Consumer Protection Agents and Civil Investigators in the Public Protection Division are employed in the following locations:

- Antitrust Section:** Harrisburg
- Bureau of Consumer Protection:** Harrisburg, Erie, Philadelphia, Pittsburgh, Scranton
- Charitable Trusts and Organizations Section:** Harrisburg, Philadelphia, Pittsburgh
- Civil Rights Enforcement Section:** Harrisburg
- Health Care Section:** Harrisburg
- Tobacco Enforcement Section:** Harrisburg

EMPLOYMENT REQUIREMENTS

Narcotics Agents are involved in criminal investigative work of a highly confidential nature involving the detection and investigation of violations of the Controlled Substance, Drug, Device and Cosmetic Act and other applicable Commonwealth laws and statutes.

Special Agents are involved in criminal investigative work of a highly confidential nature involving the detection and investigation of violations of the Crimes Code and other criminal statutes of the Commonwealth.

Special Agents assigned to the Child Predator Unit in the Bureau of Criminal Investigations enforce Act 5 of 2002, which is designed to protect children from sexual exploitation by requiring Internet Service Providers to prevent access to sites that contain this illegal material.

Special Agents with the Medicaid Fraud Control Section are involved in criminal investigative work of a highly confidential nature involving the detection and investigation of violations of the Public Welfare Code, the Medicare-Medicaid Antifraud and Abuse Amendments and other applicable Commonwealth laws, statutes and regulations. Special Agents with the Insurance Fraud Section are involved in criminal investigative work of a highly confidential nature involving the detection and